



Not included above are Repair Garages managed by the Fire Department and Waste Management.

**Internal Services Fund****Fleet Services Fund**

Fleet Services. Provides a full spectrum of fleet related services for all City vehicle and small engine equipment customers. These services include vehicle and small engine equipment acquisition and replacement planning, fueling, preventive and routine maintenance. The Department oversees all fueling services within the City and the maintenance and automotive stores facilities within the Public Works complex at 1700 Memorial Avenue.

FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
PERSONNEL (FTE)	14	13	13	13	13
BEGINNING FUNDS	\$695,364	(\$212,386)	\$1,436,368	\$455,475	\$455,475
REVENUES					
Warehouse Inventory	\$424,175	\$418,841	\$418,841	\$422,122	\$422,122
Fuel Sales	309,269	387,679	387,679	393,377	393,377
Mechanical Work by Vendors	192,963	181,125	181,125	211,098	211,098
Vehicle Administration	222,952	198,070	198,070	194,210	194,210
Labor Sales	466,094	519,394	519,394	452,024	452,024
Bond Proceeds	0	1,165,000	1,165,000	660,000	660,000
Interest on Investments	1,248	0	0	0	0
Miscellaneous	37,307	0	0	0	0
Sale/Salvage of Surplus Property	130,065	0	0	40,000	40,000
Transfer from General Fund	667,752	623,000	623,000	717,180	657,437
Transfer from City/Federal/State Aid Fund	24,625	0	0	0	0
Transfer From Solid Waste Management Fund	1,850,374	502,713	502,713	385,000	385,000
Transfer From Water Operating Fund	330,171	123,269	123,269	161,000	161,000
Transfer From Sewer Operating Fund	261,266	448,651	448,651	297,000	297,000
TOTAL REVENUES	\$4,918,262	\$4,567,742	\$4,567,742	\$3,933,011	\$3,873,268
EXPENDITURES					
<i>Salaries</i>	\$409,045	\$479,325	\$479,525	\$482,076	\$498,878
<i>Employee Benefits</i>	126,083	141,023	141,023	148,024	153,512
<i>Contractual Services</i>					
Maintenance and Repair	1,294	1,000	7,529	10,396	10,396
Professional Services	923	10,000	5,000	0	0
Temporary Personal Services	4,085	1,000	1,000	1,000	1,000
Advertising and Public Relations Services	277	0	0	0	0
Miscellaneous Contractual Services	71,386	59,162	66,162	75,315	75,315
<i>Internal Services</i>					
Fleet Services	125	0	0	0	0
Information Technology	5,907	8,899	3,870	0	0
Miscellaneous Supplies	5,853	5,500	1,126	0	0
<i>Other Charges</i>					
Supplies and Materials	39,845	40,086	47,636	25,360	25,360
Utilities	13,008	54,750	54,750	29,000	21,000
Travel and Training	14,903	20,850	21,600	20,500	20,500
Telecommunications	3,312	3,286	4,173	3,286	3,286
Postage and Mailing	0	350	0	620	620
Fuel and Inventory Expenses	767,536	845,500	845,197	880,000	880,000
Miscellaneous Other Charges	1,844	3,583	3,583	1,000	1,000
<i>Rentals and Leases</i>	0	0	0	1,276	1,276
<i>Capital Outlay</i>	2,695,348	2,522,500	3,735,555	2,232,500	2,132,500
<i>Nondepartmental Employee Benefits</i>					
Employee Benefits	13,222	13,030	13,030	16,280	16,280
Bond Issue Expenses	0	0	3,893	0	0
<i>Debt Service</i>	0	113,983	113,983	166,180	166,180
<i>Transfers</i>					
Transfer to General Fund	2,215	0	0	0	0
Transfer to Self Insurance	1,048	0	0	0	0
TOTAL EXPENSES AND TRANSFERS	\$4,177,258	\$4,323,827	\$5,548,635	\$4,092,813	\$4,007,103
ENDING FUNDS	\$1,436,368	\$31,529	\$455,475	\$295,673	\$321,640

***Fleet Services Fund Operating Budget Description***

The Proposed FY 2004 Fleet Services budget of \$4,007,103 represents a 5.34 % decrease of \$231,018 as compared to the Adopted FY 2003 budget of \$4,323,827.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$290,000 decrease in Capital Outlay as a result of less vehicle replacement funding.
- ◆ \$52,197 increase in Debt Service as a result of borrowing additional funds to purchase Fire and Rescue equipment.
- ◆ \$34,500 increase in Fuel and Inventory expenses as a result of increased fuel costs and additional services being taken on and coordinated by Fleet Services.
- ◆ \$25,750 decrease in Utilities based on historical data of usage rather than estimated usage used in prior years.
- ◆ \$16,153 increase in Miscellaneous Contractual Services due to the realignment of funds previously budgeted on other line items.
- ◆ \$14,726 decrease in Supplies and Materials due to cost savings and the elimination of Custodial and Janitorial charge backs.

The Department requested \$4,092,813

Major items requested not proposed for funding include:

- ◆ \$8,000 in Overtime
- ◆ \$8,000 in Electricity
- ◆ \$100,000 in Vehicle Replacement



This Page Intentionally Left Blank